



Town of Newton, New Hampshire

P.O. Box 378 - 2 Town Hall Road – Newton, NH 03858

CLEANING BID PROPOSAL 2015 & 2016

COMPANY NAME: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____ TELEPHONE: _____

EMAIL: _____ CONTACT NAME: _____

LOCATIONS: TOWN HALL 2 Town Hall Road, CENTRAL FIRE DEPARTMENT 35 South Main Street, GALE LIBRARY 16 South Main Street, Police Department 8 Merrimac Road and MUSEUM 5 Wallace Street.

MAINTENANCE PARAMETERS:

TOWN HALL – Weekly - general cleaning and disinfecting desktops, doorknobs, phones, counters, vacuuming, mopping floors, cleaning the bathrooms and emptying the trash for all the Town Hall offices and downstairs common areas and kitchen. Vacuum the upstairs main hall and wash the floor every other week.

GALE LIBRARY – Weekly – vacuum, clean the bathroom, mop floors as needed and empty the trash

CENTRAL FIRE STATION – Bi-weekly clean the bathroom, vacuum the stairs and upstairs hall, clean kitchen area and empty the trash.

POLICE DEPARTMENT - Weekly, general cleaning and disinfecting desktops, doorknobs, phones, counters, vacuuming, mopping floors, cleaning the bathrooms and emptying the trash for all offices and kitchen area.

MUSEUM – As needed, general cleaning and vacuuming. Usually once or twice per year.

Spring cleaning would include a more detailed cleaning to include wiping down baseboards, removal of cobwebs, blinds and a detailed vacuuming of all maintenance areas. At each location the windows/doors vary as to the type and access for cleaning; the windows at the Town Hall fold in for an easy access from inside the building.

BID PROTOCOL:

1. All bidders must maintain a minimum \$1,000,000 General Liability insurance coverage and Worker's Compensation, if applicable. (A copy of said policy must be provided, with the Town of Newton listed as "Certificate Holder")
2. Bid must be signed accepting the terms of the contract (bottom of page 2)
3. Sealed Bids must be returned to the Selectmen's Office no later than **4PM on August 18, 2014.**
4. Your bid must be entered in the structure requested on the bid proposal or they will not be considered. You are not required to bid on all cleaning services as outlined on page 2.

BILLING PROCEDURE

1. No payments will be made in advance of services performed.
2. Billing to be submitted after each service. Invoices should be delivered or mailed to the Newton Town Hall Selectmen's Office PO Box 378, 2 Town Hall Road Newton, NH 03858.



Town of Newton, New Hampshire

CLEANING BIDS FOR 2015 & 2016

COMPANY NAME: _____

CONTACT: _____

FOR THE YEAR 2015

PRICE EACH INDIVIDUAL SERVICE

<u>SERVICE</u>	<u>FIRE DEPT</u>	<u>MUSEUM</u>	<u>TOWN HALL</u>
Cost per cleaning:	\$ _____	\$ _____	\$ _____
Spring Cleaning:	\$ _____	\$ _____	\$ _____
Windows/Doors:	\$ _____	\$ _____	\$ _____
<u>SERVICE</u>	<u>GALE LIBRARY</u>	<u>POLICE DEPARTMENT</u>	
Cost per cleaning:	\$ _____	\$ _____	
Spring Cleaning:	\$ _____	\$ _____	
Windows/Doors	\$ _____	\$ _____	

FOR THE YEAR 2016

PRICE EACH INDIVIDUAL SERVICE

<u>SERVICE</u>	<u>FIRE DEPT</u>	<u>MUSEUM</u>	<u>TOWN HALL</u>
Cost per cleaning:	\$ _____	\$ _____	\$ _____
Spring Cleaning:	\$ _____	\$ _____	\$ _____
Windows/Doors:	\$ _____	\$ _____	\$ _____
<u>SERVICE</u>	<u>GALE LIBRARY</u>	<u>POLICE DEPARTMENT</u>	
Cost per cleaning:	\$ _____	\$ _____	
Spring Cleaning:	\$ _____	\$ _____	
Windows/Doors	\$ _____	\$ _____	

COMPANY SIGNATURE: _____ DATE: _____

DATE APPROVED BY TOWN OF NEWTON: _____

AUTHORIZED SIGNATURE: _____



Town of Newton, New Hampshire

- BID PROPOSALS MUST BE SUBMITTED NO LATER THAN **4PM on AUGUST 18, 2014.**
- PLEASE SUBMIT BOTH ORIGINAL PAGES OF PROPOSAL.

SUBMIT TO: **TOWN OF NEWTON
SELECTMEN'S OFFICE
P.O. BOX 378 - 2 TOWN HALL ROAD
NEWTON, NH 03858
TEL.: 603-382-4405 EXT. 10**